

**SPECIAL MEETING
BOARD OF WATER COMMISSIONERS
(PUBLIC PARTICIPATION)**

**February 25, 2021
Assembly Room**

**3:25 p.m.
281 Lincoln Street
Manchester, NH**

Present: President William Trombly, Jr., Commissioner Linda Miccio, Clerk, Commissioner Danielle York, Comm. Judy Reardon, Commissioner Hal Sullivan, Commissioner Omer Beaudoin.

President Trombly calls the meeting to order. President Trombly calls for the Pledge of Allegiance. A moment of silence is observed. The Clerk calls the roll. There is a quorum present.

President Trombly advises that the purpose of the special meeting is to give residents of Manchester and the Water Works franchise the opportunity to address the Board on items of concern relative to public water supply; that each person will be given only one opportunity to speak, all comments shall be limited to three minutes and any comments must be directed to the President.

President Trombly requests that any resident wishing to speak come forward to the podium, clearly state their name and address when recognized, and give their comments.

President Trombly advises that if there was no one else present wishing to speak, a motion would be in order to take all comments under advisement and further to receive and file any written documentation presented.

President Trombly advises if there is no further business, a motion is in order to adjourn. With no further business, on MOTION by Comm. Miccio, seconded by Comm. York, the Board approved to adjourn the special meeting and move on to the regular meeting of the Board. A roll call was taken: Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Beaudoin – yes, Comm. Miccio – yes, Comm. York – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

**MANCHESTER WATER WORKS
BOARD OF WATER COMMISSIONERS MEETING**

**February 25, 2021
Assembly Room**

**3:25 p.m.
281 Lincoln Street
Manchester, NH**

1. **Present:** President William Trombly, Jr., Commissioner Linda Miccio, Clerk, Commissioner Danielle York, Comm. Judy Reardon, Commissioner Hal Sullivan, Commissioner Omer Beaudoin.

2. President Trombly called the meeting to order at 3:25 p.m.

Due to COVID-19 Coronavirus Crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

3. **The Clerk calls the roll.** There is a quorum present.

4. **Minutes** - Minutes of the January 28, 2021 meeting were approved on MOTION by Comm. Sullivan, seconded by Comm. York. A roll call was taken: Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. York – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, the motion carried

5. **Finance Committee Report for January** - Commissioner Reardon reviewed the January monthly invoices, advanced drafts, inter-departmental transfers and P-card payments amounting to \$2,789,770.81. She noted nothing out of the ordinary. The committee report was approved on MOTION by Comm. Reardon, seconded by Comm. Miccio. A roll call was taken: Comm. York – yes, Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

6. **Director's Report** - Each Division Head presented their portion of the Director's Report to include monthly financials, personnel, reports from the Water Treatment and Supply, Watershed and Water Distribution Divisions and Legislative update.

a. Financials - Deputy Director Lescault reported on the financials ending January 31, 2021.

b. Personnel - Luis Armas was selected to fill the new Information Support Specialist position for Supply. Mr. Armas recently comes from Salem Water District. He holds Certification for both Grade II Treatment and Distribution Operator and has three years of water works experience. His technical knowledge includes SCADA, networking and general computer proficiencies. We look forward to Luis joining the team and his start date is anticipated for mid-March.

A decision has not yet been made to select candidates for interviews for the second Information Support Specialist for Lincoln Street.

The open Utility Inspector II position made vacant with the retirement of Steve Quinn has been filled by Tad Zedon. Tad is currently an Engineering Technician II and has been a great asset to MWW over the past few years. We expect he will do a great job in his new role and we plan to post and fill the Engineering Technician II position shortly.

We have posted one of two open Public Service Worker II positions. The position is currently posted externally.

There were three reported injuries for the month.

There were no grievances filed this month.

- c. Water Treatment and Supply Report – Deputy Director Miller briefed the Board on monthly activity concerning the Water Treatment and Supply Division. Topics included; progress and schedule of; Kimball Road Water Treatment Plant and Pump Station; Derryfield Pump Station improvements and upgrades; general treatment and supply activities.
- d. Watershed Report - Watershed Land & Property Manager O'Neil briefed the Board on monthly activity concerning the Watershed Division. Topics included; Watershed Patrol / Trails activity; real estate projects; watershed crew work; Timber Harvesting; other winter projects and events.
- e. Distribution Report – Deputy Director Chabot briefed the Board on ongoing distribution activity.
- f. C-Power Energy Cost Containment Programs - Roger Gagnon, Power and Process Controls Manager reviewed and updated the Board with schedules indicating power savings to date and projected of WTP's Energy Cost Containment Programs we have on-going with C-Power Energy Management of New England, a demand-side energy management company.

7. **Kimball Road Water Treatment Plant Bid Recommendation & Civil Engineer III Position** - A Recommendation to Award letter was reviewed from Carol Rego., P.E., Vice President of CDM Smith Inc. (CDM), our engineering consultant, recommending Methuen Construction Corp. be awarded the construction contract to build the Kimball Road Water Treatment Plant and Raw Water Pump Station at a cost of \$27,299,488 (alternate cost). A summary of the four submitted bids was reviewed from the February 10th Bid Opening which was presided by Commissioner Danielle York. As the Opinion of Probable Construction Costs Estimate for construction was approximately \$32 million, MWW staff is very pleased

with the bid results and concur that Methuen be awarded the charge to construct this most historic project.

A summary breakdown of funding and estimated costs was discussed. This schedule indicates the funding that has been secured to date, as well as projected receipts from Merrimack Source Development Charges (MSDC) throughout the duration of the project. It also shows the proposed bid price and additional estimated future costs related to the project. While all estimates are conservative, we anticipate the use of MSDC funds on hand to make the FY2022 and FY2023 debt service payments on the \$18M GO Bond.

The contract with Methuen Construction for \$27,299,488 to construct the Kimball Road Water Treatment Plant and Raw Water Pump Station was approved on MOTION by Comm. Sullivan, second by Comm. Miccio. A roll call was taken: Comm. York – yes, Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

A request was made for filling an open position in our complement, currently a Civil Engineer II (Grade 21), The request was to eliminate that position and replace it with a Civil Engineer III (Grade 22).

The purpose of this request is re-filling the Water Supply Civil Engineer II position that was vacated when David Miller was promoted to Water Supply Administrator (and subsequently Deputy Director, Water Supply) in 2013. Given the upcoming construction of the Merrimack River Water Treatment Plant and Raw Water Pumping Station project along with other ongoing and future capital improvement projects we feel this is an advantageous and necessary time to refill this position.

It was asked that this position be reclassified from a Civil Engineer II (Pay Grade 21) to a Civil Engineer III (Pay Grade 22) in order to more effectively attract candidates with the level of skills and experience desired. The primary distinction of a Civil Engineer III from the Civil Engineer II position is the broader scope of responsibility, and possession of additional supervisory and project management duties required and desired by Manchester Water Works. Along with comprehensive engineering skills, we are specifically looking for an individual with considerable drinking water treatment knowledge and experience to assist with management and optimization of the Lake Massabesic and new Merrimack River treatment facilities.

It was also advised, that an in-house trained Water Supply Engineer presents a well-qualified succession candidate for David Miller, current Deputy Director, Water Supply.

A copy of the City of Manchester's Class Specification for both the Civil Engineer II and III positions was reviewed by the Board.

Funding for this position will be from the MSDC Fund. As such, upon approval by the full Board of Mayor and Alderman to approve of the above change and addition of new position, we plan on hiring the position as soon as possible to be on staff and the Treatment Plant Projects gets underway.

The elimination of the Civil Engineer II Position (Grade 21) and addition of the Civil Engineer III Position (Grade 22) was approved on MOTION by Comm. York, second by Comm. Reardon.. A roll call was taken: Comm. York – yes, Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

8. **Governance Letter for FY2020 Audit** –Final bound copies of the FY2020 Audited Financial Statements were provided to the Board with their agenda books. There were no material changes between this final copy and the copy presented at the January Board meeting.

Auditing standards require the firm performing our independent audit (Melanson Heath) to communicate with the governing body annually. Sarah Lescault presented our financial statements in-house therefore Melanson Heath have put their communication in writing. The governance letter outlines what the firm's

responsibility is in performing the audit, as well as the fact that they encountered no issues or errors during the course of their work.

There was no formal management letter or side letter issued by the auditors for FY2020. All issues related to prior year's comments or general concerns have been addressed and appropriate action taken to correct.

9. **Zia Islam Lot Purchase & Sales Agreement** - The Purchase and Sales Agreement is for a 1.6-acre lot which abuts current MWW property. The proposed purchase price is \$1, plus the payout of back taxes owed on the property not to exceed \$500.

The property is land-locked by MWW owned land. The main purpose of acquiring this property is to eliminate boundary issues and to add to our asset value. This purchase does not impact our PILOT Agreement payment obligation with the Town of Auburn. The property is located 1,400 feet from the shore of Lake Massabesic.

The current owner, Azeema Rehman, was gifted the lots from her parents who purchased the property in 1989 as an investment, not realizing the property was not accessible to build on because it is land-locked by MWW property. The Purchase & Sales Agreement for Map 30, Lot 14 was approved on MOTION by Comm. Sullivan, second by Comm. Beaudoin. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

10. **FY2022 Budget – Motor Vehicles and GO Bonding** – Discussed was a schedule of proposed vehicle and heavy equipment to replace existing or add to the fleet in FY2022. The total to replace the nine (9) vehicles is \$819,000.

We would like to finance the purchases with two (2) GO Bonds. One would be \$640K over ten (10) years and a second for \$179,000 over seven (7) years. Recently, we bonded through the NH Municipal Bond Bank \$654K for three (3) large trucks over ten (10) years with a true interest rate of .81%. We are hopeful that rates continue to hold steady in anticipation of bonding these FY2022 vehicles in July.

Factors supporting bonding of vehicles and heavy equipment:

- As mentioned above, rates are very favorable.
- Costs of vehicles can be spread out over 7-10 years. Expected life of vehicles are 10-20 yrs.
- Vehicles are less expensive today. Cost inflation at nominal rate (Ex. 2% per year) would exceed total interest paid per vehicle in just three (3) years.
- The four large vehicles will take six (6) months to one year to deliver. Waiting, existing vehicles will have that much more wear and tear. Already over past couple of years we've seen increasing significant maintenance cost needed to keep the trucks operating and on the road.
- Take advantage of higher resale value of old vehicle.
- From a FY2022 cash flow standpoint, as the spreadsheet indicates, with the sale of the old vehicles (\$130K), we'd be able to offset the Principal and Interest (P&I) of the new vehicles and equipment purchased for FY2022, FY2023 and a third of FY2024.

The list of vehicles and heavy equipment for the CIP FY2022 Budget in the amount of \$819,000 was approved on MOTION by Comm. Miccio, second by Comm. York. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

Bonds, notes, or lease purchases in the amount of \$819,000 for vehicles and heavy equipment for FY2022 was approved on MOTION by Comm. Sullivan, second by Comm. Miccio. A roll call was taken: Comm. York – yes, Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

11. **2021 Bass Fishing Tournaments** - A packet of applications received by the State of New Hampshire Fish and Game Department for bass fishing tournaments on Lake Massabesic during the 2021 season were reviewed. The tournaments listed are in the order they were received by the State.

To be consistent with our approval process in previous years, it is recommended that the first six tournaments be approved subject to standard agreements being executed (including receipt of the required insurance certificates).

The applications for bass fishing tournaments were approved, pending receipt of insurance information by the Board on MOTION by Comm. Miccio, second by Comm. York. A roll call was taken: Comm. York – yes, Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

12. **Request for Memorial Bench on Watershed** – The request from Angeline J. Pinard to put a stone bench on the watershed in honor of her husband Michael, who passed away in December, 2020 was reviewed by the Board. There was discussion about the request's compliance with the existing Watershed Memorial Policy. In addition, it was questioned if there was a limit to the size of the wording and if the proposed bench would be identical to any existing ones. Upon further discussion, it was noted that John should speak with Ms. Pinard again to clarify a few items and bring an amendment to the Watershed Memorial Policy to the Rules and Regulations Committee in March. The Board tabled this agenda item pending resolution of items noted above on MOTION by Comm. Miccio, second by Comm. York. A roll call was taken: Comm. York – yes, Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

13. **Summer Help Positions** – The FY2021 Budget included the hiring of the following 19 summer help positions:

- 4 Watershed maintenance
- 2 Watershed Patrol
- 3 Laboratory assistants
- 4 Treatment Plant maintenance
- 3 Distribution construction laborers
- 1 Planning and Meter Services assistant
- 2 Accounting and Finance office staff

Due to the global pandemic, the only summer help positions filled during the summer of 2020 were the 2 patrol positions.

We are now requesting the following 17 summer help positions for remainder of FY2021 and FY2022:

- 3 Watershed maintenance
- 3 Watershed Patrol
- 2 Laboratory assistants
- 2 Treatment Plant maintenance
- 5 Distribution construction laborer (bi-annual hydrant flushing program)
- 1 Planning and Meter Services assistant
- 1 Accounting and Finance office staff

Positions are typically offered to returnees from last year and remaining open positions are filled by posting positions externally. The requirement for summer help (with the exception of patrol) is that the

applicant must be 18 years of age or older, and must be an enrolled college student. The 14 laborer positions are Grade 10, currently \$13.45/hr. The two Patrol Officers are Grade 17, at \$21.58/hr.

This request would also require the approval of Kathleen Ferguson, Human Resources Director and Honorable Mayor Joyce Craig.

The filling of 17 summer help positions for the remainder of FY2021 and FY2022 was approved on MOTION by Comm. Sullivan, second by Comm. Beaudoin. A roll call was taken: Comm. York – yes, Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

14. **Non-Public Session** – President Trombly requested the meeting go into non-public session in accordance with RSA 91-a3 11,(d), Consideration of the acquisition, sale, or lease of real or personal property. On MOTION by Comm. Miccio, seconded by Comm. York, the Board voted to enter non-public session. A roll call was taken: Comm. York – yes, Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

On MOTION by Comm. Miccio, seconded by Comm. York, the Board voted to exit non-public session. A roll call was taken: Comm. York – yes, Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, the motion carried. There were no votes taken in non-public session.

15. **Report of Committees** – None.

16. **Tabled Item – Event Request, NH 10 Miler** – The item remains on the table.

Tabled Item - Egawes Drive Purchase & Sales Agreement – The Board reviewed a proposed Purchase and Sales Agreement for the two lots on Egawes Drive. The properties were purchased with Merrimack Source Development Charge (MSDC) funding for the purpose of potentially locating a pump station or treatment plant on the parcels in the future. Now that sites have been chosen and this land is not needed, the Public Utilities Commission (PUC) requires us to sell the land and return the funds to the MSDC project. In previous meetings at the Board of Water Commissioners and the Board of Mayor and Aldermen, the lots have been deemed surplus and available for sale.

In early January, staff met with the Manchester Rowing Association (MRA) and they presented a proposal to purchase the property for shared use by them and the Town of Hooksett. The proposed purchase price was \$330,000, the appraised value as presented at the December 2020 Board meeting. MWW staff added the legal and appraisal costs incurred in the amount of \$10,141 to that offer in the proposed Purchase and Sales Agreement attached for a total sale price of \$340,141.

Since the January meeting, John O'Neil has solicited two appraisals of the easement value, which were presented at the meeting. In addition, he spoke with the City Solicitor who recommended we add a clause for Right of First Refusal as a mechanism to avoid MRA being able to resell the property at a profit.

The Board removed the item from the table on MOTION by Comm. Miccio, second by Comm. York. A roll call was taken: Comm. York – yes, Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

The Purchase & Sales Agreement for Egawes Drive in the amount of \$346,241.00, with the addition of sections 19 and 20 was approved on MOTION by Comm. Sullivan, second by Comm. Beaudoin. A roll call was taken: Comm. York – yes, Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

16. **Adjournment** - If there is no further business, a motion is in order to adjourn. On MOTION by Comm. Miccio, seconded by Comm. York, the meeting was adjourned at 5:14 p.m. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

Respectfully submitted,

A handwritten signature in cursive script, reading "Linda L. Miccio".

Linda L. Miccio
Clerk